



## Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

### **Senior Personnel Specialist/Associate Personnel Analyst**

**Monthly Salary: (SPS) \$3658 - \$4446 (APA) \$4400 - \$5348**

**One Permanent/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-XXXX-XXX**

**Refer to Job ID# 09-ADM-024**

**Final Filing Date: June 29, 2010**

### **General Statement of Duties:**

Under the direction of the Staff Services Manager I, the Associate Personnel Analyst manages a roster of full-time, part-time and intermittent employees for one half of the divisions/units in MRMIB; serves as the expert staff resource responsible for the most complex and sensitive personnel and payroll duties; and is engaged in the research and resolution of critical personnel matters. The Associate Personnel Analyst will also perform the full scope of Classification and Pay and Selection Services duties for his/her assigned units/divisions. This incumbent must be able to work independently and effectively resolve problems.

### **Desirable Qualifications:**

- Experience as a Personnel Specialist or Senior Personnel Specialist.
- Experience as a Classification and Pay analyst.
- Experience as an Examination Analyst.
- Knowledge of personnel issues, laws, and rules.
- Ability to multi-task, adapt to changing priorities, and meet deadlines.
- Ability to provide excellent customer services.
- Strong written and verbal communication skills.
- Strong analytical and writing skills.
- Good organizational skills.
- Ability and willingness to be flexible.
- Ability to work effectively with all levels of staff.
- Proficient with MS Word, Excel, Visio, Outlook and Internet Explorer.

### **Other Expectations:**

- Commitment to performing duties in a service-oriented manner.
- Commitment to maintaining a work environment free from discrimination and sexual harassment.

- Maintains good work habits and adheres to all policies and procedures.

**Who May Apply:**

Individuals at the Associate Personnel Analyst level or those who have list or reinstatement eligibility to these classifications may apply. This position may be filled by a Senior Personnel Specialist or Staff Services Analyst; if so, the duties will be modified accordingly. For candidates who are applying based on list eligibility, attach a copy of your test results showing your score. Training and Development assignments may be considered. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)), with **Job ID # 09-ADM-024, Position #443-300-XXXX-XXX and the basis for appointment eligibility written in Section 12** of the application, to:

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be received in the Personnel Office by 5:00 p.m. on the Final Filing Date: June 29, 2010..**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*